



Republika ng Pilipinas  
**PAMAHALAANG LUNGSOD NG TACLOBAN**  
(City Government of Tacloban)  
Kanhuraw Hill, Tacloban City 6500

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

2<sup>nd</sup> Canvassing

Company Name/Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No. \_\_\_\_\_

RFQ No.	2022-567(1)
RFQ Date:	9/9/2022
Approved Budget for the Contract (ABC)	₱55,650.00
Mode of Procurement	Shopping B
PR No.	2022-1049
PR Date:	8/23/22
End-user:	CVO

Procurement Title/Category: Office Supplies and Devices

Please quote your lowest price for the item(s) listed below, subject to terms and conditions stated hereunder and submit your sealed quotation duly signed by your representative to our office not later than **9 o' clock** in the morning, of **September 14, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **September 15, 2022**.

**Sgd. JONATHAN R. HIJADA**  
BAC Chairman

**Terms & Conditions:**

- All entries must either be typewritten or legibly handwritten;
- Delivery Period: (30) thirty days upon receipt of Purchase Order (PO) or as may be required by the appropriate authority. Administrative penalties pursuant to Rule XXXIII, Section 69 of RA 9184 shall be imposed for non-delivery without valid reason;
- Warranty shall be for a minimum of three (3) months for supplies and materials, and one (1) year for equipment from date of acceptance of end-user;
- Quoted price shall be valid for a period of (6) months;
- Documents to be attached upon submission of this quotation:
  - Valid Mayor's Business Permit
  - PhilGEPS Registration Number/Organization ID Number
  - Brochure showing brand, model and specifications of the product being offered, if applicable.
  - All photocopied documents submitted shall be a certified copy from the original.
  - All documents must be enclosed in a properly labeled and sealed envelope, indicating PR No.
- The BAC shall conduct the alternative procurement process in accordance with RA 9184 and its 2016 RIRR.

ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1.	Sign Pen black (Ball point) 0.7mm	50	Pcs		
2.	Paper Multicopy Legal 216mmX330mm 80.gsm	50	Reams		
3.	Paper Multicopy A4 210mmX297mm 80.gsm	46	Reams		
4.	Paper Colored Bond paper Legal 216mmx330mm 80gsm	30	Reams		
5.	Fastener Plastic 25mm 50's box	10	Box		
6.	Permanent Bullet type, Marker Black	10	Pcs		
7.	Pencil, lead w/eraser, wood cased 12's/box	2	Box		
8.	Scissors	10	Pcs		
9.	White board Marker black bullet type, felt tip	10	Pcs		
10.	Staple Wire#35	10	Bxs		
11.	Carbon Fil, PE Black Size 210mmx297mm 100's	4	Box		
12.	Carbon Fil, PE Black Size 216mmx330mm 100's	4	Box		
13.	Correction Tape Film base, 500mm x 8m	20	Pcs		
14.	Folder, Legal size documents 100's	6	Bundle		
15.	Folder, A4 size documents 100's	6	Bundle		
16.	Rubber Band 350grms	1	Box		

17.	Masking Tape 2'width, length 50meters	6	Roll		
18.	Scotch Tape 1inch	6	Roll		
19.	Glue All purpose, 118ml	5	Btls		
20.	Cartolina Assorted 20's/pack	3	Pcks		
21.	Pen, Ball Pen, black 0.5mm 12pcs/box	10	Box		
22.	Pen, Ball Pen, Blue 0.5mm 12pcs/box	10	Box		
23.	Pen, Ball Pen, black 0.5mm 12pcs/box Sign Pen	5	Box		
24.	Plastic Twine	6	Roll		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: \_\_\_\_\_ Warranty: \_\_\_\_\_  
 Delivery Period: \_\_\_\_\_ days upon receipt of the PO Price valid until: \_\_\_\_\_

After having carefully read and accepted your General Conditions (terms and conditions), I/We quote you on the item(s) at prices provided above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the terms and conditions specified by your procuring entity.

\_\_\_\_\_  
 Printed Name/Signature/Date  
 \_\_\_\_\_  
 Contact Number